1	TOWN OF LITCHFIELD			
2	PLANNING BOARD MEETING			
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	Held on November 15, 2011			
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6	Minutes approved – 12/6/2011			
7 8	The Litchfield Planning Board held a meeting in the Town Hall conference room 2			
9	Liberty Way, Litchfield, NH 03052 on Tuesday November 15, 2011 at 7:00 p.m.			
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11	MEMBERS PRESENT: Leon Barry (Chairman), Bob Curtis (Vice Chairman), Russell			
12	Blanchette, Michael Croteau, Thomas Young, Barry Bean, Frank Byron (Board of			
13	Selectmen Representative), Joel Kapelson (Alternate), Steven Wagner (NRPC Senior			
14	Planner),			
15	ANGO POPUGDIA A ANGOLO Ango			
16	ALSO PRESENT: Joan McKibben (Admin Assistant), Kevin Lynch and Stephen Perry			
17	(for part of the meeting)			
18	CALL TO ODDED			
19	CALL TO ORDER			
20	Mr. Barry called the meeting to order at 7:05 p.m. and joined the Board in the Pledge of			
21 22	Allegiance.			
23	1 Impact Foo Hooping			
24	1. Impact Fee Hearing Ms. McKibben distributed copies of the following documents for review by the			
25	Board:			
26	<ul> <li>Letter from the Planning Board Chairman to the Board of Selectmen dated</li> </ul>			
27	November 15, 2011			
28	Revised 2011-2012 Public School Facilities & Public Capital Facilities Impact			
29	Fee Schedule			
30	1 ce benedute			
31	Mr. Barry declared the public hearing open at 7:10 p.m. and asked the Board whether			
32	it wished to discuss anything relative to the handouts.			
33	it without to discuss any timing relative to the hundred.			
34	Referring to Table 1 of the revised fee schedule, Mr. Wagner explained that the New			
35	Elementary School item has been amended in footnote 4.			
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37	There was a discussion between Messrs. Barry and Wagner with respect to the last			
38	payment of the school bond which is in 2015. Mr. Wagner stated the enrolment			
39	figures support the change in the fee schedule.			
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41	Mr. Barry stated for the record that the Board had decided to delete the item for the			
42	new elementary school based upon actual and projected enrolment figures as of			
43	October 2011, and the figures are scheduled to continue to decrease.			
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 **MOTION:** by Mr. Curtis

Move that the Planning Board hereby accepts the changes incorporated into the 2011-2012 Public School Facilities & Public Capital Facilities Impact Fee Schedule and further that the Planning Board accepts the letter dated November 15, 2011 to the Board of Selectmen outlining its recommendations with respect to the 2011-2012 Impact Fee Schedule Review

SECOND: Mr. Blanchette

**VOTE:** 7-0-0

The motion carried unanimously.

Mr. Barry signed the letter which is to be delivered to the Board of Selectmen with the Planning Board's recommendation.

Mr. Wagner clarified the new schedule will go into effect once the Board of Selectmen accepts the Planning Board's recommendation. Ms. McKibben confirmed the School District had not provided any comment to date.

## 2. Continue Discussion on Workforce Housing

Mr. Barry stated he had been unsuccessful in obtaining Karen McGinley to attend the meeting this evening, but she had e-mailed material to him with respect to how Bedford went about getting workforce housing accepted in the Town which he offered to distribute to members of the Board. He asked the Board whether the members would like to get Attorney McGinley to attend on another day of the week. He then went on to share the information on five-unit housing as discussed with Attorney McGinley.

7:23 p.m.

Mr. Wagner distributed copies of the zoning ordinance on Inclusionary Housing which he had amended based on the Board's previous discussions. He stated he had questions about the 'purpose' section, and that he felt the wording needs to be finessed. There followed a discussion on the wording and Mr. Wagner agreed to take another look at it as it does not accurately reflect the situation for rentals in its current form.

Action: Mr. Wagner

M Croteau joined the meeting at 7:30 p.m.

Mr. Wagner continued reviewing with the Board the amendments he had made to the ordinance. The Board discussed whether to eliminate some of the 'definitions' from this ordinance and move them to the zoning definitions. Mr. Wagner offered to take a look at NH Housing Finance Authority to see whether they have their own definition of 'Assets' with a view to finding a better way to define this.

 Action: Mr. Wagner

The 'Incentives' section was discussed with input received from Messrs. Lynch and Perry.

Selectman Perry stressed he feels the board needs to concentrate on multi dwellings as these would have the biggest impact to the Town, and it would be better not to use a dollar value in the ordinance to avoid having to update the ordinance each year. After discussion it was agreed Mr. Wagner would remove the examples he had dollar values attached to them.

Action: Mr. Wagner

The following were also discussed:

- Density which Mr. Lynch stated is based upon sewage flow.
- Concentrating on developing the ordinance around multi family.

There was input from Mr. Lynch with respect to where the best area would be to designate for multi family.

In response to a query by Mr. Barry relative to having time to develop the ordinance around multi family units, Mr. Wagner provided the cutoff dates for posting hearings in time for moving forward to the 2012 March Town Meeting (December 23).

Mr. Barry asked for the feeling of the Board relative to concentrating on multi family units, stating the Board needs to provide Mr. Wagner with direction. The Board's direction to Mr. Wagner was to focus on developing the ordinance around multi family units.

There was a discussion relative to whether and how to designate an area for building multi family units, as well as discussion on where to set the district, with the area north of Leach Brook being suggested. Other items discussed included

- Public water
  - Septic and wells (2.5 acres per multi family unit).

Mr. Wagner agreed to review the document again, and there was discussion relative to when the Board would be able to review it again. The following dates were determined for the public hearings

- First hearing December 20, 2011
- Second hearing January 12, 2012

The Board also discussed when it would meet in January 2012 and agreed upon the 3<sup>rd</sup> and the 17<sup>th</sup>.

It was agreed to table discussion of the ordinance until the Board's December 6 meeting, and if Mr. Wagner managed to complete his review of the document in time they may be able to discuss it on November 29th. Mr. Wagner reported he would be unavailable at the end of November to attend the meeting.

1 Mr. Lynch stated he wanted to provide the Board with feedback from the Zoning 2 Board on Accessory Dwelling Units. He went on to provide details of the Zoning 3 Board's recommendations to Mr. Wagner. Following discussion, Mr. Wagner 4 requested Mr. Lynch e-mail the details to him on Wednesday. 5

Action: Mr. Lynch / Mr. Wagner

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## **Growth Management Trigger and Phasing (9:03 p.m.)**

Mr. Wagner reported he had discussed growth management trigger and phasing with Attorney Buckley who had recommended the Town update its Master Plan before attempting to work on this as it is now 10 years since the last update.

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Mr. Barry asked Ms. McKibben to make a note that the Board would like to begin discussing the Master Plan in February/March 2012.

Action: Ms. McKibben

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## Impact Fee Ordinance Changes Section 1300.00 and 1400.00

Mr. Wagner handed out copies of the Town's Impact Fee ordinance which contained recommendations for changes. He stated he was concerned however that having an additional ordinance on the agenda for Town Meeting may be too much at one time for the voters. Mr. Barry suggested the Board take time to review and discuss the amendments at its next meeting, and Mr. Wagner suggested the Board set it aside to deal with later unless it feels there is anything critical.

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Responding to a query from Mr. Barry with respect to the new bridge across the river, Mr. Byron talked about feeding off some of the development in Londonderry by making land near the Technology Park commercial/industrial zoning rather than simply commercial. He stated this would require a zoning change. It was clarified the next steps would be to take the zoning map, redraw the boundaries and redraft the description of the zone. It was also clarified a public hearing will be necessary. Mr. Barry asked to have this put on the Board's agenda for next year.

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Action: Ms. McKibben

Mr. Wagner suggested the Planning Board think about having a sub-committee for economic development and he stated the Town web site could use enhancement. He suggested Michael Bergeron would be a good source for economic development, and he stated this could go hand in hand with zoning changes.

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Mr. Byron discussed opportunities for the Town as result of Londonderry development due to the trade zoning. He stressed they need to look at how to designate the land.

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## **Approve Minutes** (9:23 p.m.)

The Board reviewed the minutes of the last meeting, making some minor adjustments.

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1		MOTION: by Mr. Barry				
2		Move to approve the minutes of the Litchfield Planning Board's meeting of				
3		November 1, 2011 as amended				
4		SECOND: Mr. Croteau				
5		<b>VOTE:</b> 5-0-2 (Messrs. Curtis and Byron abstained)				
6		The motion carried.				
7		The motion curried.				
8	6.	Any Other Business				
9	٠.	Ms. McKibben asked whether the Planning Board wished to recommend to the				
10		Board of Selectmen to accept Snowdrop Lane and Lilac Road as the roads now have				
11		a maintenance bond and the Town engineer (L Carron) has inspected and reported				
12		the roads are acceptable. She reported she has an 'as built' plan and a warranty deed.				
13		the roads are deceptable. She reported she has all as built plan and a warranty deed.				
14		MOTION: by Mr. Curtis				
15		Move that the Planning Board hereby recommends to the Board of Selectmen to				
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17		accept as town roadways Snowdrop Lane and Lilac Road based upon a letter dated September 22, 2011 from engineer L Caron, Municipal ConsultingEngineer				
18		SECOND: Mr. Blanchette				
19		VOTE: 7-0-0				
		VOIE: /-U-U				
20		Ma Makibban proceeded to undete the Doord on the status of ecorory accounts and				
21		Ms. McKibben proceeded to update the Board on the status of escrow accounts and				
22		there was discussion on some of the items with respect to the level in the accounts.				
23		She stated she would send Mr. Carron a list of projects which he should not work or				
24		due to having insufficient monies in the escrow accounts				
25		Wid A M H II A CA D 14 A A 1 1				
26		With respect to Moose Hollow, there was consensus of the Board that the balance				
27		should be brought to the level required today.				
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29		(9:42 p.m.)				
30		MOTION 1 M. C.				
31		MOTION: by Mr. Croteau				
32		Move that the Planning Board hereby agrees to the release of all funds in escrow				
33		account 071010.62 to Maxton Tech - Tabernacle				
34		SECOND: Mr. Young				
35		(Mr. Kapelson moved the above motion, however withdrew his motion when on a				
36		point of order Mr. Byron noted Mr. Kapelson had not been appointed at the				
37		beginning of the meeting as a voting member).				
38		<b>VOTE:</b> 7-0-0				
39		The motion carried unanimously.				
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41		MOTION: by Mr. Barry				
42		Move that the Planning Board hereby agrees to the release of all funds in escrow				
43		account 071010.16 for Cutler and Page Phase III				
44		SECOND: Mr. Bean				
45		<b>VOTE:</b> 7-0-0				
46		The motion carried unanimously.				

1 2 3 4	Mr. Byron requested Ms. McKibben send out an e-mail to members listing details of the Board's new meetings as discussed earlier in the meeting. <i>Action: Ms. McKibben</i>			
5 6 7 8	Mr. Wagner agreed to let Ms. McKibben know by Friday what work he has completed on Inclusionary housing so that the Board can determine whether to meet on November 29 <sup>th</sup> .			
9	There was a discussion with respect to items for the web site.			
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11	MOTION: by Mr. Young			
12	Move to adjourn the meeting			
13 14	SECOND: Mr. Croteau VOTE: 7-0-0			
15	The motion carried unanimously.			
16	The motion curried unanimousty.			
17	There being no further business before the Board, the meeting adjourned at 10:04 p.m.			
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21		Leon Barry, Chairman		
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24		Bob Curtis, Vice Chairman		
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27		Frank Byron, Selectman		
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33		Michael Croteau		
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41	Minutes taken by: Sandra Maxwell, Recording Secretary	v		
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